

**Scott Walker**  
Governor

**Edward F. Wall**  
Secretary



## State of Wisconsin Department of Corrections

---

Mailing Address

3099 E. Washington Ave.  
Post Office Box 7925  
Madison, WI 53707-7925  
Telephone (608) 240-5555  
Fax (608) 240-3343

### Information Required to Complete the Online Correctional Officer Exam

Please read through this document before starting the exam. We recommend you also preview or print the exam to review the questions before completing it online. WISC.Jobs will time out if you are inactive for 20 minutes; therefore, we recommend you be prepared to answer the questions before logging on.

#### Information needed for exam:

- Driver's license number
  - Please note, if your license is from a state other than Wisconsin or if you have held a driver's license from a state other than Wisconsin in the last two years, you must email a copy of your driving record issued from that state's DMV to [doccorrectionalofficerrecruitment@wi.gov](mailto:doccorrectionalofficerrecruitment@wi.gov)
- Social Security Number
- You will be required to supply information regarding your criminal, ordinance, traffic and/or DNR violations you have been fined or convicted of. You do not need to include parking or speeding violations. If you need assistance in supplying this information please visit the below websites.
  - WI Circuit Court- <http://wcca.wicourts.gov>
  - To obtain a copy of your driver's license abstract- <http://dot.wisconsin.gov/drivers/drivers/request-record.htm>
  - Since not all fines/convictions appear on WI Circuit Court, you may obtain your complete record by visiting <http://www.doj.state.wi.us>
- You will be required to select your top three institutions you would like to work at. A map and listing of all institutions will be provided in the exam but if you would like to obtain additional information regarding each institution please visit <http://doc.wi.gov/families-visitors/find-facility>
- You will be required to provide a minimum of three references in the exam. Be prepared to supply the below information for each reference.
  - Name of reference
  - Name of company
  - Email address
  - Mailing address
  - Phone number including area code

**\*Please note, all information above must be provided for each reference to move forward in the hiring process.**